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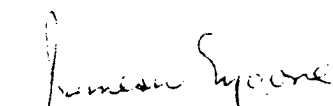
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MEMORANDUM TO AGENCY RECORDS OFFICERS: Audiovisual Records Management

Enclosed is a revision of 36 CFR Part 1232 entitled "Audiovisual Records Management," which provides comprehensive standards for the creation, maintenance, use, and disposition of audiovisual records. The regulations cover still photography, audio recordings, video recordings, and motion pictures.

These regulations furnish guidance about the types of materials that should be used when creating audiovisual records and detailed standards for their storage and handling. A separate section deals with the maintenance of nitrate film and unstable acetate film. We urge you to distribute copies of these regulations to all officials within your agency who are responsible for the production or maintenance of audiovisual records. Careful monitoring to encourage full implementation of these new requirements will save money and ensure preservation of an adequate and proper audiovisual record of agency activities.

If you or any officials within your agency have questions about audiovisual records management, please contact our Agency Services Division at 724-1453.


JAMES W. MOORE
Assistant Archivist
for Records Administration

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION**36 CFR Part 1232****Audiovisual Records Management**

AGENCY: National Archives and Records Administration (NARA).

ACTION: Final rule.

SUMMARY: This rule revises agency program responsibilities for audiovisual records management, providing more specific standards and instructions to Federal agencies on the creation, maintenance, use, and disposition of audiovisual records. The rule is intended to correct problems found by NARA during records management surveys and during the accessioning of audiovisual records into the National Archives.

EFFECTIVE DATE: This regulation is effective January 9, 1987. The incorporation by reference of certain publications listed in the regulation is approved by the Director of the Federal Register as of January 9, 1987.

FOR FURTHER INFORMATION CONTACT: Adrienne C. Thomas or Nancy Allard at 202-523-3214 (FTS 523-3214).

SUPPLEMENTARY INFORMATION: NARA issued a notice of proposed rulemaking on May 13, 1986 (51 FR 17497) that included proposed regulations on audiovisual records management (36 CFR Part 1232) and other changes to NARA records management regulations (36 CFR Parts 1228, 1236, and 1239). One comment was received in response to the notice of proposed rulemaking which addressed the audiovisual records management regulation. The agency suggested that the term "Unstable Safety Film" used in § 1232.4(b)(2) appeared contradictory and suggested deleting the word "Safety" from the term. We have not adopted that comment since most of the film that exhibits deterioration is pre-labeled by the manufacturer as "safety" film.

The audiovisual records management provisions were excluded from the final rule on records management published by NARA on June 30, 1986 (51 FR 23537) because of the need to obtain approval from the Director of the Federal Register of the publications incorporated by reference in Part 1232. The audiovisual records management regulations are the subject of the current final rule. Only minor editorial changes have been made.

This rule is not a major rule for the purposes of Executive Order 12291 of February 17, 1981. As required by the Regulatory Flexibility Act, it is hereby certified that this proposed rule will not

have a significant impact on small business entities.

List of Subjects in 36 CFR Part 1232

Archives and records, Incorporation by reference.

For the reasons set forth in the preamble, Chapter XII of Title 36 of the Code of Federal Regulations is amended as follows:

PART 1232—AUDIOVISUAL RECORDS MANAGEMENT

1. The authority citation for Part 1232 continues to read as follows:

Authority: 44 U.S.C. 2904 and 3101.

2. Section 1232.4 is revised to read as follows:

§ 1232.4 Agency program responsibilities.

(a) Each Federal agency, in providing for effective controls over the creation of records, shall establish an appropriate program for the management of audiovisual records which program shall be governed by the following guidelines:

(1) Prescribe the types of records to be created and maintained so that audiovisual operations and their products are properly documented (guidelines describing the appropriate types of records are in § 1228.184 of this chapter).

(2) For contractor-produced audiovisual records, establish contract specifications which will protect the Government's legal title and control over all such audiovisual media and related documentation.

(3) Keep inventories indicating the location of all generations of audiovisual records, whether in agency storage, a Federal records center, or in a commercial facility such as a laboratory or library distribution center.

(4) Schedule disposition of all audiovisual records as soon as practicable after creation, following the instruction in GRS 21, Audiovisual Records, or a specific agency records schedule approved by the Archivist of the United States. The scheduling of permanent records must take into account the different record elements identified in § 1228.184, and must always include related finding aids.

(5) Review agency audiovisual recordkeeping practices for possible improvement.

(b) Each Federal agency, in establishing a program for proper storage, maintenance, and use of audiovisual records, shall implement the following standards in its practices:

(1) *Nitrate film:* Remove nitrocellulose-base motion pictures, still pictures, and aerial film from records

storage areas and place them in vaults meeting the standards prescribed in NFPA 40-1982, Standard for the Storage and Handling of Cellulose Nitrate Motion Picture Film, which is incorporated by reference. Because of their age and inherent instability, immediately offer nitrate films to NARA so that they may be reviewed for disposal or copied and destroyed, as appropriate. NFPA 40-1982 is available from the National Fire Protection Association, Batterymarch Park, Quincy, MA 02269. This standard is also available for inspection at the Office of the Federal Register, Room 8301, 1100 L Street NW, Washington, DC. This incorporation by reference was approved by the Director of the Federal Register in accordance with 5 U.S.C. 552(a) and 1 CFR Part 51. These materials are incorporated by reference as they exist on the date of approval and a notice of any change in these materials will be published in the Federal Register.

(2) *Unstable safety film:* Identify permanent or unscheduled audiovisual records composed of diacetate or other early forms of acetate film that are starting to deteriorate and offer them to NARA so that they can be copied. Although not hazardous like nitrate film, acetate film will deteriorate over time.

(3) Storage conditions:

(i) Provide audiovisual records storage facilities secure from unauthorized access and make them safe from fire, water, flood, chemical or gas damage, and from other harmful conditions. See NFPA 232-1986, Standard for the Protection of Records issued by the National Fire Protection Association, which is incorporated by reference. The standard is available from the National Fire Protection Association, Batterymarch Park, Quincy, MA 02269. This standard is also available for inspection at the Office of the Federal Register, Room 8301, 1100 L Street NW, Washington, DC. This incorporation by reference was approved by the Director of the Federal Register in accordance with 5 U.S.C. 552(a) and 1 CFR Part 51. These materials are incorporated by reference as they exist on the date of approval and a notice of any change in these materials will be published in the Federal Register.

(ii) Maintain good ambient storage conditions for audiovisual records. Generally, the temperature should not exceed 70 degrees F and relative humidity should be maintained in the range of 40-60%. Avoid fluctuating temperatures and humidities. Cooler temperatures and lower relative humidities are recommended for the

storage of color films, and, for that reason, NARA will make a limited amount of temporary space available for the cold storage of Federal civilian agencies' color originals, negatives, and masters, provided the records are scheduled as permanent and are inactive.

(iii) For the storage of permanent or unscheduled records, utilize audiovisual storage containers or enclosures made of noncorroding metal, inert plastics, paper products and other safe materials recommended and specified in ANSI standards: PH1.43-1985, For Photography (Film)—Processed Safety Film—Storage; PH1.48-1982, For Photography (Film and Slides)—Black-and-White Photographic Paper Prints—Practice for Storage; and ANSI/ASC PH1.53-1984, For Photography (Processing)—Processed Films, Plates, and Papers—Filing Enclosures and Containers for Storage. These standards, which are incorporated by reference, are available from ANSI, Inc., 1430 Broadway, New York, NY 10018. These standards are also available for inspection at the Office of the Federal Register, Room 8401, 1100 L Street NW, Washington, DC. This incorporation by reference was approved by the Director of the Federal Register in accordance with 5 U.S.C. 552(a) and 1 CFR Part 51. These materials are incorporated by reference as they exist on the date of approval and a notice of any change in these materials will be published in the Federal Register.

(iv) Maintain originals and use copies (e.g., negatives and prints) separately, whenever practicable.

(4) *Maintenance and operations.*

(i) Because of their extreme vulnerability to damage, handle audiovisual records in accordance with commonly accepted industry practices. For further information, consult ANSI, Inc., 1430 Broadway, New York, NY 10018 and the Society of Motion Picture and Television Engineers, Inc., 862

Scarsdale Avenue, Scarsdale, NY 10583. Use only personnel trained to perform their audiovisual duties and responsibilities.

(ii) Maintain continuous custody of permanent or unscheduled audiovisual records. Make loans of such records outside of the agency only if a record copy is maintained in the agency's custody at all times.

(iii) Take all steps necessary to prevent accidental or deliberate alteration or erasure of audiovisual records.

(iv) Do not erase information recorded on permanent or unscheduled magnetic sound or video media.

(v) If different versions of audiovisual productions (e.g., short and long versions or foreign-language versions) are prepared, keep an unaltered copy of each version for record purposes.

(vi) Maintain the association between audiovisual records and the finding aids for them, such as captions and published and unpublished catalogs.

(5) *Formats.*

(i) When ordering photographic materials for permanent or unscheduled records, ensure that still picture negatives and motion picture preprints (negatives, masters, etc.) are composed of cellulose triacetate or polyester bases and are processed in accordance with industry standards as specified in ANSI/ASC PH1.28-1984, For Photography (Film)—Archival Records, Silver-Gelatin Type, on Cellulose Ester Base, or ANSI/ASC PH1.41-1984, For Photography (Film)—Archival Records, Silver-Gelatin Type, on Polyester Base, which are incorporated by reference. It is particularly important to limit residual sodium thiosulphate on newly processed photographic film, black and white or color, to the range of .002 to .004 grams per meter. Request laboratories to process film in accordance with this standard. Excessive hypo will shorten the longevity of film and accelerate color fading. If using reversal type

processing, request full photographic reversal; i.e., develop, bleach, expose, develop, fix, and wash. The standards cited in this paragraph are available from ANSI, Inc., 1430 Broadway, New York, NY 10018. These standards are also available for inspection at the Office of the Federal Register, Room 8301, 1100 L Street NW, Washington, DC. This incorporation by reference was approved by the Director of the Federal Register in accordance with 5 U.S.C. 552(a) and 1 CFR Part 51. These materials are incorporated by reference as they exist on the date of approval and a notice of any change in these materials will be published in the Federal Register.

(ii) Do not use motion pictures in a final "A & B" format (two precisely matched reels designed to be printed together) for the reproduction of excerpts or stock footage.

(iii) Use only industrial or professional format video tapes (e.g., 1-inch, ¾-inch) for record copies of permanent or unscheduled recordings. Limit the use of consumer formats (e.g., VHS, Beta) to distribution or reference copies or to subjects scheduled for disposal.

(iv) Record permanent or unscheduled audio recordings on ¼-inch open-reel tapes at 3¾ or 7½ inches per second, full track, using professional unrecorded polyester splice-free tape stock. Audio cassettes are not sufficiently durable to be used for permanent records.

(c) The disposition of audiovisual records shall be carried out in the same manner as that prescribed for other types of records in Part 1228 of this chapter. For further instructions on the disposition of audiovisual records see § 1228.184 of this chapter, Audiovisual Records.

Dated: December 11, 1986.

Frank G. Burke,
Acting Archivist of the United States.
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